

**CITY ATTORNEY PERFORMANCE REVIEW  
RATING SHEET**

Rate each item from 1 (low) to 5 (high) based on your opinion of the City Attorney's performance. Mark N/A if you do not have enough information to rate.

**I. LEGAL CONSULTATION**

- \_\_\_\_\_ A. Has legal advice provided by the City Attorney proven to be accurate and technically correct?
- \_\_\_\_\_ B. Does the City Attorney provide his best and honest recommendations given all existing legal issues and ramifications?
- \_\_\_\_\_ C. Does the City Attorney possess and provide an efficient and effective knowledge of the City's Municipal Code and regulations?
- \_\_\_\_\_ D. Does the City Attorney possess and provide an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City?
- \_\_\_\_\_ E. Does advice provided by the City Attorney regularly take into account and balance the overall goals and objectives of the City?
- \_\_\_\_\_ F. Does the City Attorney regularly provide the scope of legal expertise necessary to meet the City's needs on issues that arise, either from himself, within his firm or other available resources?
- \_\_\_\_\_ G. Does the City Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?
- \_\_\_\_\_ H. Are alternatives and innovative solutions provided rather than just raising problems?
- \_\_\_\_\_ I. Is the City Attorney able to maintain the City Council's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

**II. LEGAL REPRESENTATION**

- \_\_\_\_\_ A. Does the City Attorney aggressively represent the interests of the City as directed by the City Council?

- \_\_\_\_\_ B. Is the City Attorney's approach effective in achieving the best possible legal outcomes for the City's interests given the issues that arise?
- \_\_\_\_\_ C. Does the City Attorney represent the City in a professional and ethical manner?
- \_\_\_\_\_ D. Is the City Attorney impartial and objective in his duties and responsibilities?
- \_\_\_\_\_ E. Are the City Attorney's estimates of legal impacts reasonably accurate on a regular basis?

**III. STAFF WORK**

- \_\_\_\_\_ A. Does the City Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the City Council, City Manager and/or department directors?
- \_\_\_\_\_ B. Does the City Attorney maintain good working relationships and serve as an effective member of the management team?
- \_\_\_\_\_ C. Does the City Attorney accurately identify and address all legal issues within documents and items that he reviews?
- \_\_\_\_\_ D. Are staff and the City Council advised of key changes in municipal law as it pertains to the City's activities?
- \_\_\_\_\_ E. Does the City Attorney display a positive attitude in carrying out his responsibilities and responding to requests?
- \_\_\_\_\_ F. Has the City Attorney been successful in accomplishing objectives previously established?

**IV. COST/FISCAL ACCOUNTABILITY AND CONTROL**

- \_\_\_\_\_ A. Are regular legal activities achieved within budgetary goals and limits?
- \_\_\_\_\_ B. Has the City Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff when possible to perform administrative and other functions?
- \_\_\_\_\_ C. Are standard forms developed and used where possible to minimize preparation of legal documentation?
- \_\_\_\_\_ D. Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?

- \_\_\_\_\_ E. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?
- \_\_\_\_\_ F. Does the City Attorney display the ability and knowledge to research issues in a minimum amount of time?
- \_\_\_\_\_ G. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the City Attorney?

**V. RESPONSIVENESS/TIMELINESS OF ACTIONS**

- \_\_\_\_\_ A. Are requested legal work and assignments completed in a timely manner within established time frames?
- \_\_\_\_\_ B. Is the City Attorney accessible when needed to respond to requests for legal information and assistance?
- \_\_\_\_\_ C. Are legal review and requests for information completed in time to avoid delays to City projects, programs and other tasks?
- \_\_\_\_\_ D. Does the City Attorney follow-up effectively to requests that are made?
- \_\_\_\_\_ E. Does the City Attorney accurately interpret and clarify City Council and City Manager direction?

**VI. COMMUNICATIONS**

- \_\_\_\_\_ A. Does the City Attorney communicate effectively with the City Council, staff and the community?
- \_\_\_\_\_ B. Are answers provided in a timely and in an understandable manner?
- \_\_\_\_\_ C. Are timelines for follow-up to requests clearly communicated?
- \_\_\_\_\_ D. Does the City Attorney maintain confidentiality with regard to all matters discussed with the Mayor, City Council Members and/or City Manager and staff?
- \_\_\_\_\_ E. Does the City Attorney effectively report to the City Council and/or City Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

